

Greater St. Joseph Area  
**MPO**  
Metropolitan Planning Organization

Public Participation  
Plan (PPP)



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The SJATSO programs do not discriminate against anyone on the basis of race, color or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, see <http://stjoeSJATSO.org/title-vi-and-environmental-justice-program> or call (816) 236-1489.

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## What is SJATSO?

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The St. Joseph Area Transportation Study Organization (SJATSO) is the federally designated Metropolitan Planning Organization (MPO) for the region. An MPO is a regional decision-making body composed of elected officials, state and federal partners, and city staff from the metropolitan area. SJATSO is charged with producing federally required transportation policy and planning documents as well as ensuring an inclusive public participatory process is followed.

SJATSO seeks to build a stronger regional community through cooperation, leadership and planning the regional multimodal transportation network. Through SJATSO's leadership, area jurisdictions and diverse community interests collaborate to address the region's transportation issues and identify the opportunities for cooperative solutions. These efforts, in turn, enhance the effectiveness of local government. SJATSO plays an active leadership role in strengthening the metropolitan community by providing:

- A forum for addressing regional objectives and diverse community issues related to transportation
- Long-Range transportation planning and public policy coordination
- Technical assistance and services to enhance the effectiveness of local government in relation to transportation issues

## SJATSO Boards & Committees

SJATSO serves the tri-county St. Joseph metropolitan region, which includes five separate city governments. As a bi-state MPO, SJATSO's boundaries include portions of Buchanan County and Andrew County in Missouri and Doniphan County in Kansas.

SJATSO is comprised of a Policy Board which is composed of mostly elected officials (referred to as a Coordinating Committee), a Technical Committee which is made up of transportation planning and engineering professionals, SJATSO Staff, and various other advisory committees that the SJATSO may form to advise on specific subjects or projects. Transportation planning at SJATSO is overseen by the Technical Committee, which provides technical support and recommendations to the Coordinating Committee.

SJATSO's Coordinating Committee (Policy Board) consists of locally elected and appointed leaders that represent their local government. SJATSO's bylaws determine the positions that should be represented on each committee. Advisory Committees are appointed by the individual boards based upon need.

## What is SJATSO?

Each urbanized area with a population of 50,000 people or more is required to have a MPO which acts as a liaison between local communities, their citizens, and the state and federal departments of transportation. MPOs are important because they help direct how and where available state and federal dollars for transportation improvements will be spent. The MPO also develops four core documents that create a regional vision for how the multimodal transportation system will function and grow – now and into the future. These documents have planning horizons (Horizon is the length of time into the future that is accounted for in a particular plan.) dependent on their type of product and are displayed in Figure 1 These four documents will be further described in the SJATSO Core Documents section of this plan.

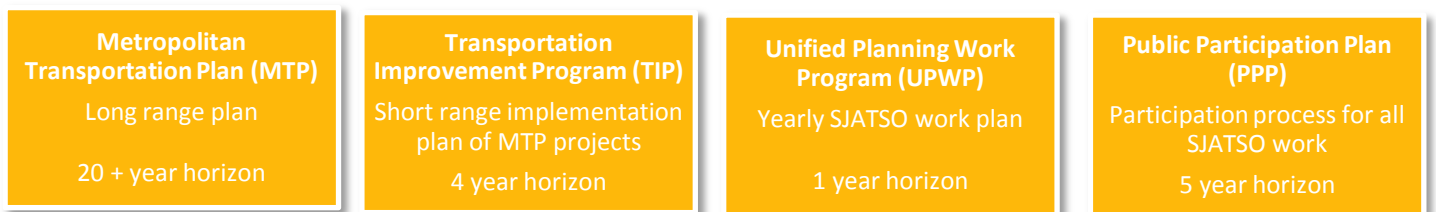


Figure 1 Primary SJATSO Documents

Figure 2 displays the geographic area covered by SJATSO called the Metropolitan Planning Area (MPA). This includes the MPO area in blue outline and the Municipal boundaries in tan. The MPA for our region consists of portions of Buchanan County and Andrew County in Missouri, Doniphan County Kansas, and five cities: St. Joseph, Country Club Village, Savannah, Elwood and Wathena. Under the authority of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), MPOs are agencies that administer the federally required transportation planning process in urbanized areas having greater than 50,000 residents. The plans and programs provide for the development of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods, evaluates and plans for all transportation modes, supports community development, and advances social and environmental goals.



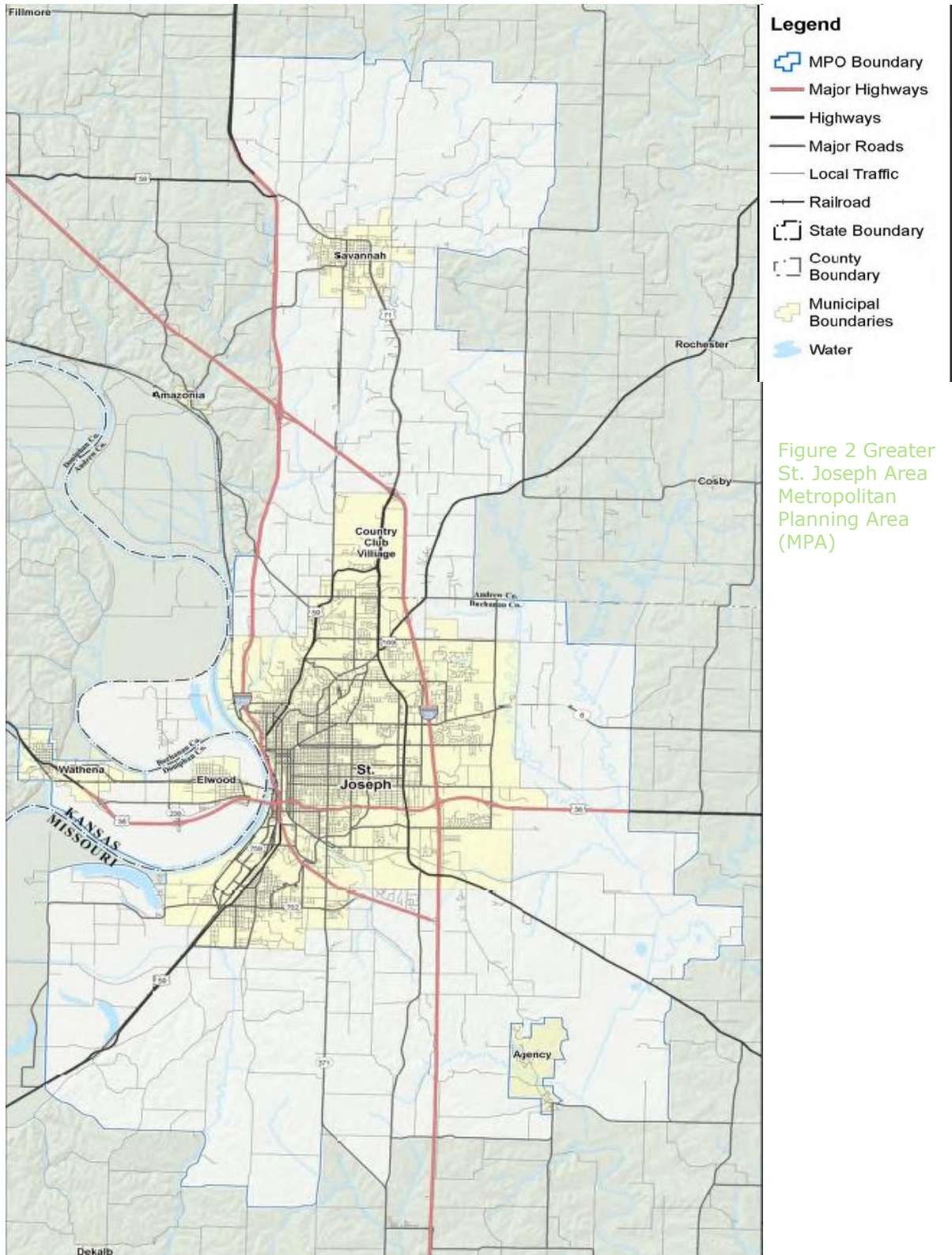


Figure 2 Greater St. Joseph Area Metropolitan Planning Area (MPA)



## Introduction

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Public participation for the SJATSO is guided by this Public Participation Plan (PPP). The PPP outlines recommended methods to engage the public during the transportation planning & decision making process and informs members of the public how they can be involved.

Public participation is an integral part of the transportation planning process. The information and perspectives provided through public participation assist decision-makers and lead to a more meaningful and comprehensive planning process. Good public participation techniques allow planners to identify issues and understand aspects of the transportation system directly from its users that may be missed when considering a project from a purely technical or political point of view. Effective transportation planning must include the participation of those whose everyday lives are affected by how they are able to get to work, home, school, stores, and services.

### Access for All

SJATSO strives to make the transportation planning process as inclusive as possible. Thus specific policies and plans have been developed to ensure sensitive populations are accommodated in the planning process. This includes the Title VI population, persons with a disability, the Limited English Proficiency (LEP) population, the Environmental Justice (EJ – low income and minority) populations and other traditionally underserved groups.

*SJATSOs is required to develop a PPP to fulfill the requirements stated in Metropolitan Transportation Planning Regulations (23 CFR §450.316).*

### Title VI

In the [MPO's Title IV Plan](#) , SJATSO complies with all civil rights laws to ensure that no person will — on the grounds of race, religion, age, gender, disability, national origin, or economic status — be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any SJATSO program or activity.

The following note is included on all SJATSO agendas and approved documents:

SJATSO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form please visit [www.stjoempo.org](http://www.stjoempo.org) or call (816) 236-1489.

The SJATSO promotes the full and fair participation of all affected populations in the transportation decision-making process. Any SJATSO information, educational materials, and transportation planning participation opportunities will be equally accessible to all people covered by Title VI. The Title VI Plan includes a complaint form and process for use by anyone who believes they have been discriminated against in the SJATSO operations. All Title VI complaints will be reviewed by the SJATSO Coordinating Committee and used by SJATSO staff to improve the region's transportation planning process. The Title VI

complaint form can be accessed at: <http://stjoempo.org/wp-content/uploads/2013/04/TitleVIcomplaintFORM.pdf>

### Persons with Disabilities

No groups should be excluded from participating in the transportation planning process. To ensure the location and setup of public meetings do not exclude citizens from participating, public meetings should be held in locations accessible by transit (see Figure 3) and in buildings compliant with the Americans with Disabilities Act (ADA).

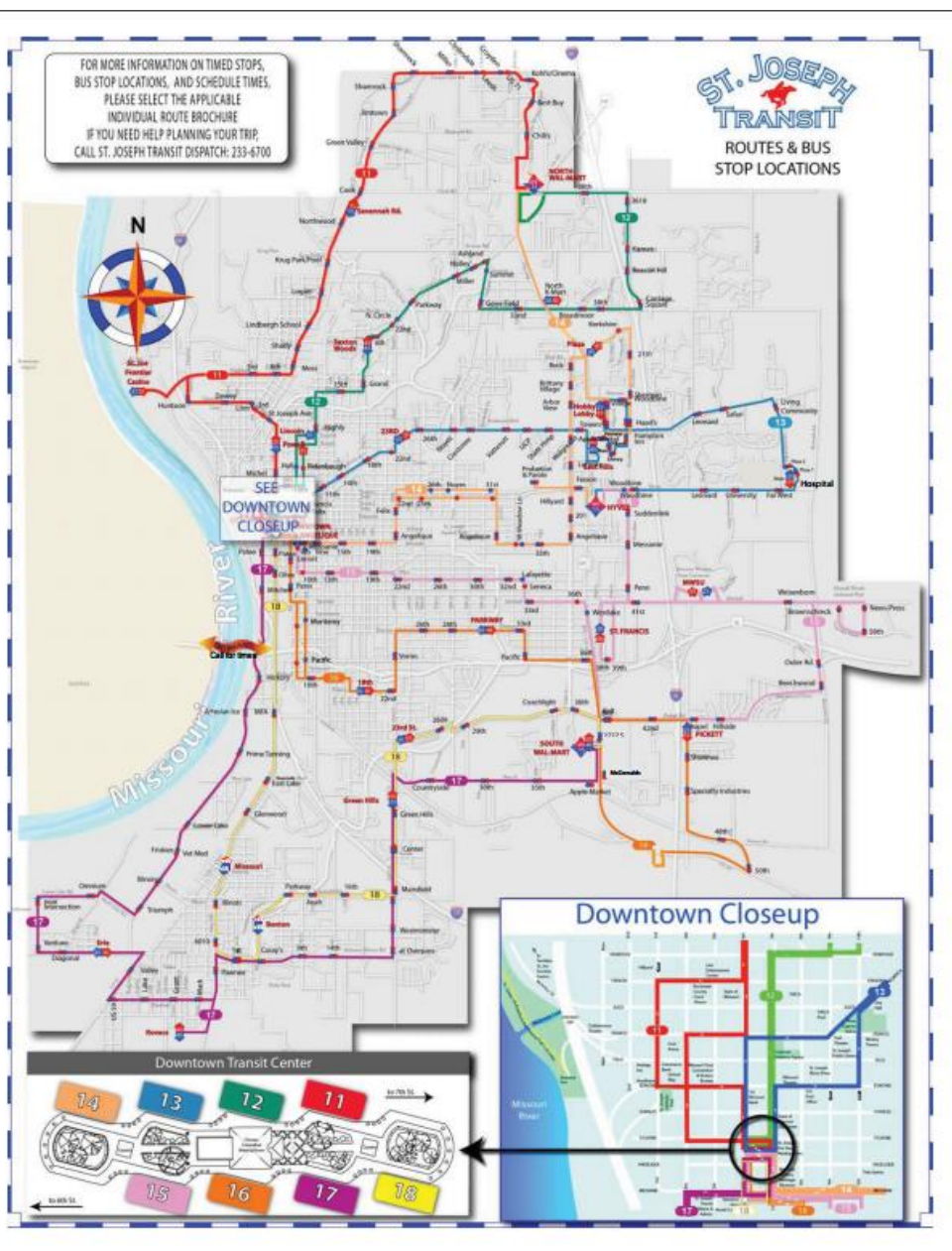


Figure 3 St. Joseph Ride Transit Routes

## Limited English Proficiency (LEP) Population

The SJATSO maintains a LEP Plan as a subchapter of the Title IV Plan which determines the level of language assistance measures to be taken in the planning process. The percentage of population in the St. Joseph metro that does not understand English is small and the SJATSO is not required to provide written translations of SJATSO materials. However, the SJATSO will make reasonable attempts to provide translations when requested.

## Environmental Justice (EJ) Population

The low-income and minority populations are traditionally underserved groups. As such the term EJ zones was delineated in order to identify these groups (Figure 4). It is a priority for the SJATSO to communicate with these traditionally underrepresented and underserved groups and incorporate them into the planning process. The Strategies and Techniques section of this plan discusses how SJATSO conducts outreach to these specifically underrepresented groups.

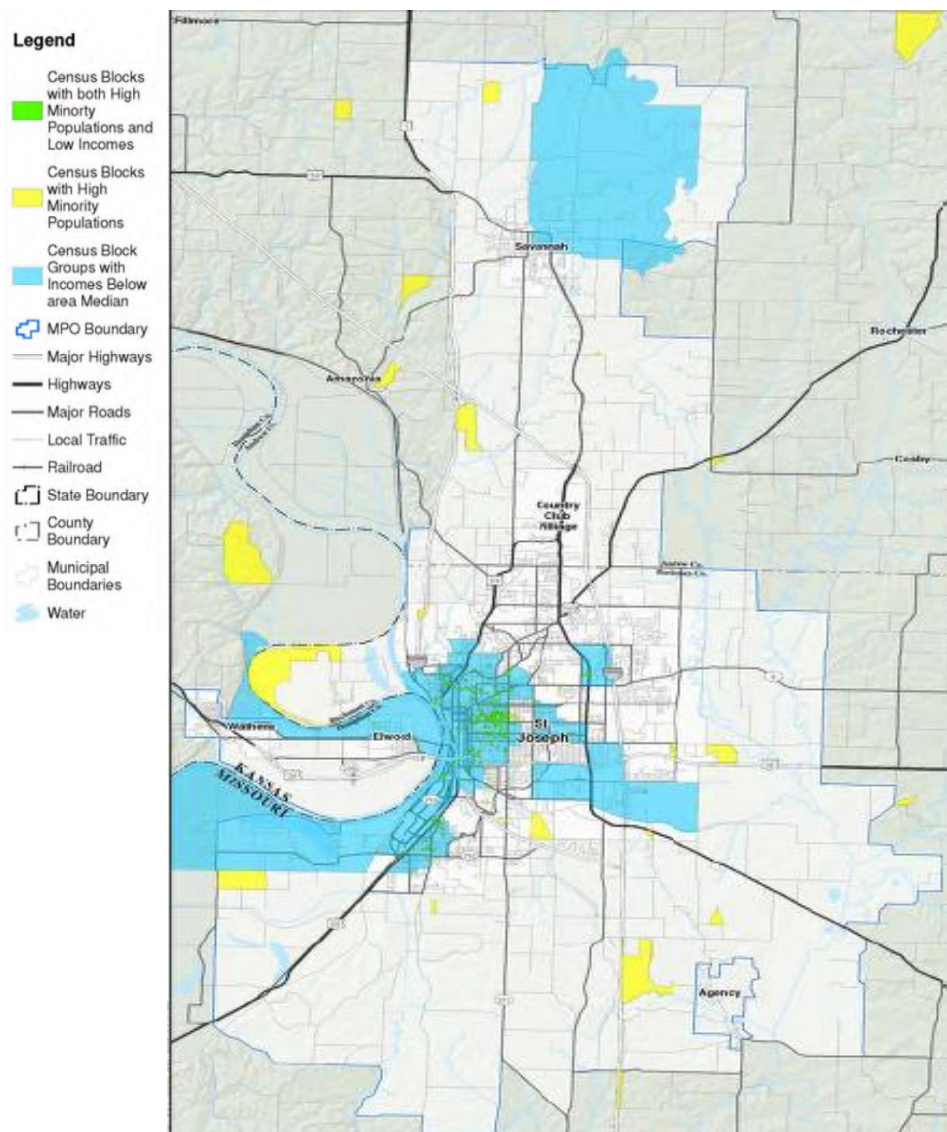


Figure 4 St. Joseph SJATSO Environmental Justice Zones

## How do I Participate?

There are a variety of ways the public can participate in the transportation planning process (see Figure 5).

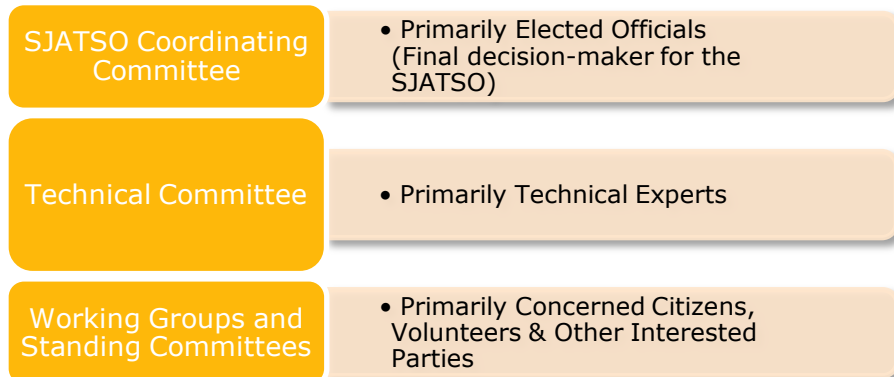
Figure 5 Participation Methods

Participation Methods				
Call us at 816-236-1489 8:00 am - 5:00 pm Monday - Friday	Attend and contribute at open public meetings (committees and community outreach events)	Email us at: <a href="mailto:mpo@stjoemo.org">mpo@stjoemo.org</a>	Review documents at: Rolling Hills Library, St. Joseph Public Library, and the Doniphan County Library Districts	Write to us: St. Joseph Metropolitan Planning Organization, 1100 Fredrick Ave, Suite 202, St. Joseph, MO 64501

## SJATSO Structure

SJATSO structure is composed of staff, the Coordinating Committee, a Technical Advisory Committee, a Transit Advisory Committee, a Bicycle and Pedestrian Standing Committee, and several other advisory groups that are formed from time to time to assist with major projects. The SJATSO structure is shown in Figure 6. The number of official advisory committees and their composition is determined by the Policy Board and specified in the SJATSO bylaws and/or in the bylaws for each advisory committee.

Figure 6 SJATSO Structure



All of the SJATSO Coordinating Committee and advisory committee meetings are open to the public, agendas are posted online prior to the meeting and public comment opportunities are provided at these meetings.

### Metropolitan Planning Organization

#### Coordinating Committee

The Coordinating Committee is charged with maintaining a regional transportation planning process that is continuing, comprehensive and cooperative. The Policy Board is the final decision-maker in the SJATSO process. It has the authority to approve the regional transportation vision (included in the [Metropolitan Transportation Plan](#)) and then prioritize and choose projects (included in the [Transportation Improvement Program](#) and [Unified Planning Work Program](#)) to implement that vision. The Board consists of the following:

*SJATSO's Coordinating Committee typically meets on the 4th Thursday of every other month at 12:00 p.m. in the 4<sup>th</sup> Floor Conference Room at St. Joseph City Hall.*



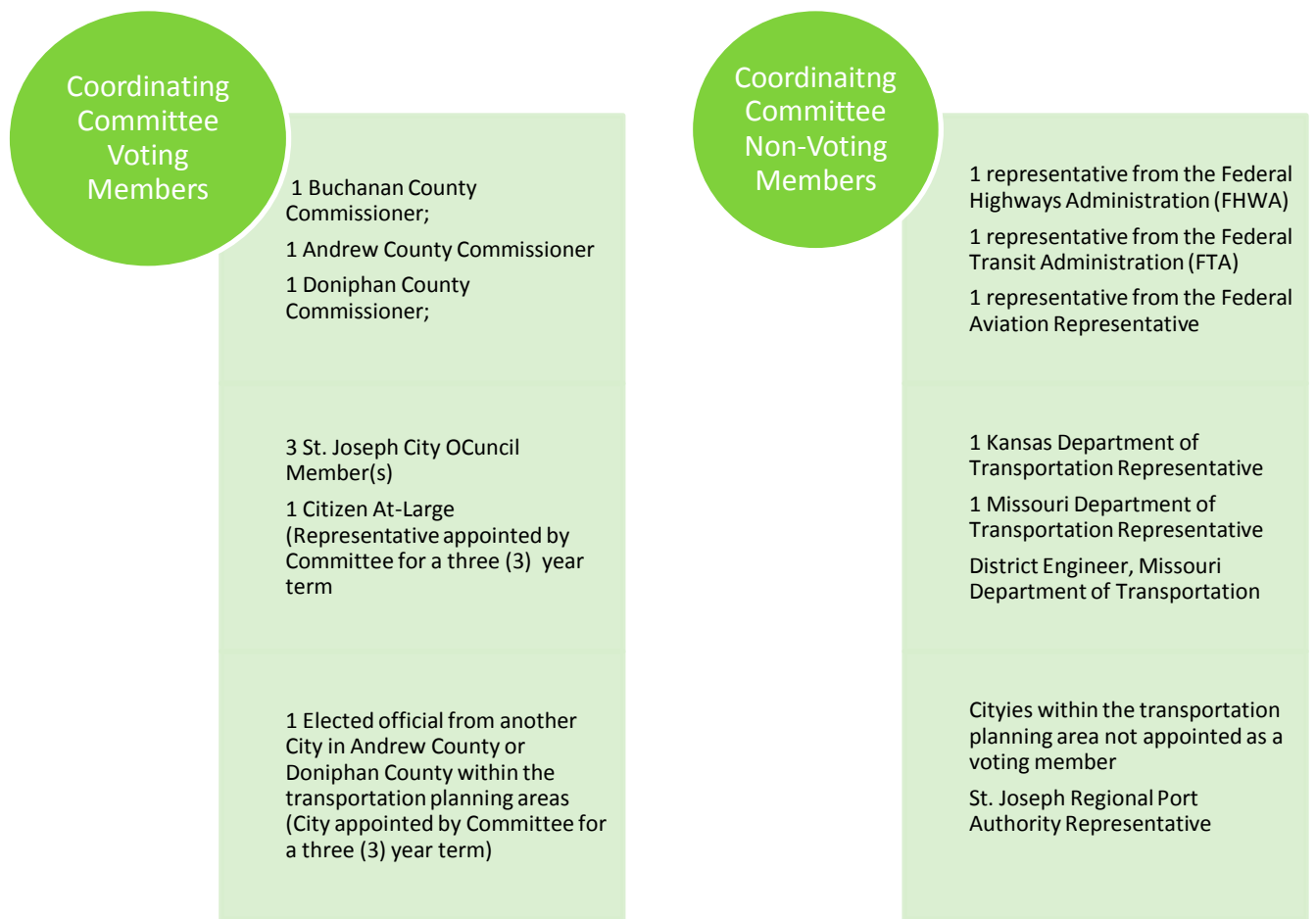


Figure 7 Coordinating Committee Members

### Technical Committee

The Technical Committee is the main advisory committee for the SJATSO Policy Board and is made up of experts from constituent agencies. These committee members advocate for their own community's interests, provide expert advice to board members, oversee studies, and assist SJATSO staff. The Technical Committee is composed of twenty voting members and seventeen non-voting members in figure 8.

*SJATSO's Technical Committee members typically meet on the 2<sup>nd</sup> Tuesday of every other month at 10:30 a.m. in locations to be determined*

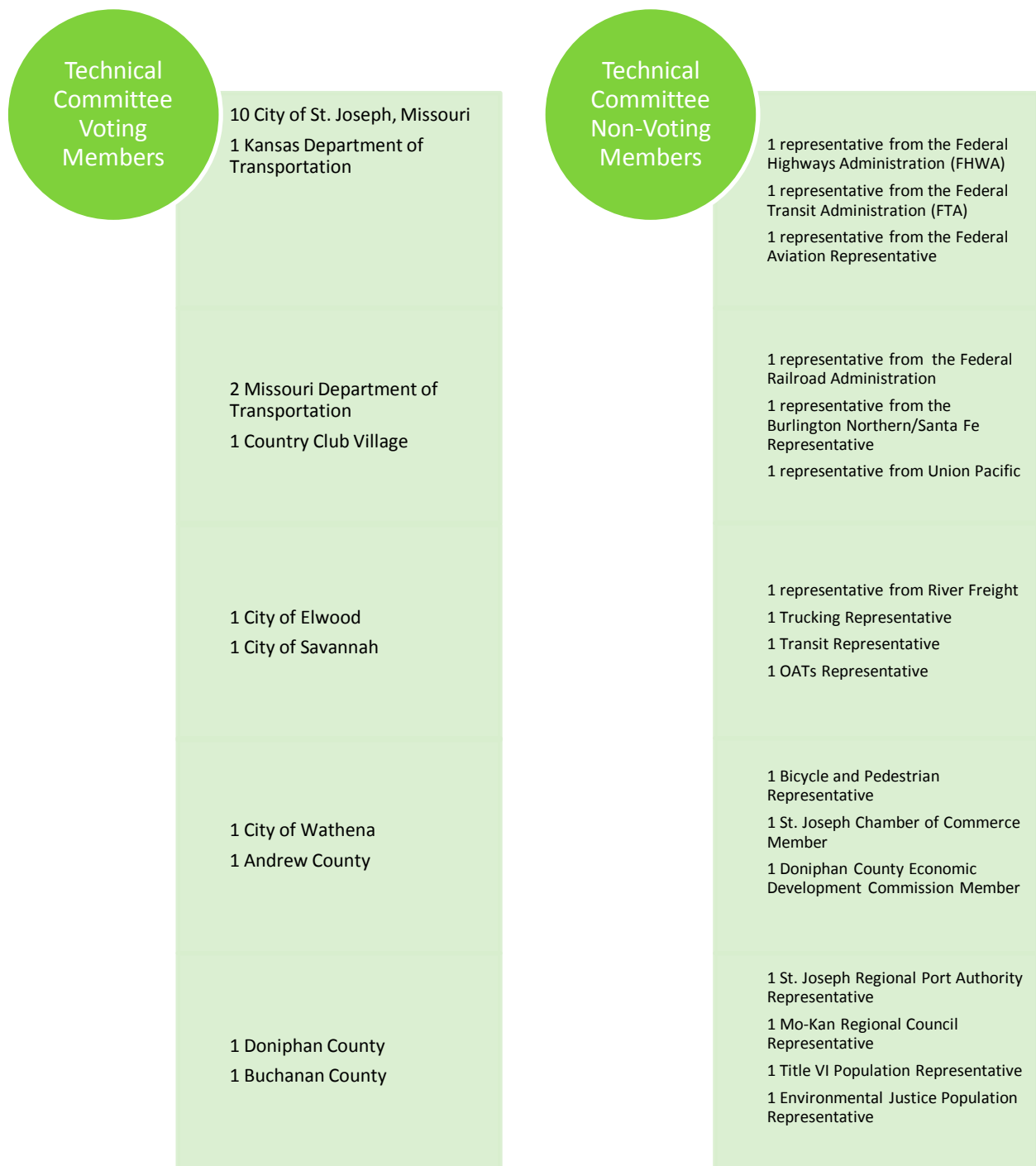


Figure 8 Technical Committee Members



## Coordination with Others

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### Interested Parties, Advisory Boards, Committees and Community Groups

SJATSO works with a wide variety of project partners and interested parties to accomplish our planning goals. SJATSO staff continually reaches out to coordinate with potentially interested parties or groups. In addition to the SJATSO Policy Board and advisory committees, other advisory boards, committees and community groups regularly interact with SJATSO staff and participate in the SJATSO planning process.

SJATSO Technical Committee includes members that have regular interactions with the local neighborhood associations and local land developers. Through that web of professional contacts SJATSO members and staff keeps informed about the transportation concerns of various local stakeholders. The Technical Committee also includes one city planner that helps to provide land use planning input into SJATSO planning process.

### State and Local Resource Agencies

During the development of the PPP, SJATSO staff consulted with and collected comments from St. Joseph Transit, MoDOT and KDOT staffs, to enhance the overall SJATSO public participation process.

In addition, SJATSO consults with the following groups when developing the TIP and MTP.

- State and Local Agencies dealing with planning functions for Economic Development, Planned Growth, Environmental Protection, Airport Operations, Freight Movements, Environmental Justices, Bicycle/Pedestrian and Other Planning Activities Affected by Transportation

These groups are notified of opportunities to review and comment during the public comment process and their comments are documented and addressed before the final draft is considered by the SJATSO Policy Board.

Coordination between MoDOT, KDOT, FTA, FHWA, St. Joseph Transit and local government staff and SJATSO is documented in the process. Planning partners participate with SJATSO staff in the development of documents and processes through attendance and discussions at Committee meetings. Planning partners are asked to review drafts and provide guidance and feedback early and continuously throughout the process. An example of this coordination is during the adoption and amendments of the TIP. The TIP is a collaborative document that is formed through the consultation and solicitation of project information from project sponsors. The collaboration of TIP development also fulfills the transit requirement for a Program of Projects (POP) for St. Joseph Transit, and the public involvement activities conducted for TIP approval are also used by St. Joseph Transit to approve their POP. Similarly, the TIP approval/amendment process provides the necessary public participation for certain Statewide Transportation Improvement Program (STIP) changes initiated by MoDOT and KDOT.

The SJATSO is responsive to the requests and feedback received from our planning

partners and incorporates and addresses comments as feasible before the final draft is considered by the SJATSO Coordinated Committee.

## Goals

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The SJATSO shall maintain a public participation process that is effective and meaningful for citizens and groups to become engaged in the SJATSO's regional transportation planning activities.

Regional transportation planning cannot, and should not, be based simply upon technical analysis. The qualitative information derived from public participation is essential to good decision making. SJATSO will ensure that the public has opportunities to be informed and involved early in the development of plans and projects; that their issues and concerns are heard; and, that their concerns are considered prior to any final decision by the SJATSO Policy Board. Every plan and project goes out for public comment before being finalized and adopted.

This PPP is designed to be a goal-oriented document that provides a philosophy around which to build a regional transportation participation program.

SJATSO shall maintain a public participation process that is effective and meaningful for citizens and groups to become engaged in the SJATSO's regional transportation planning activities.

## Strategies and Techniques

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Transportation planners are responsible for developing a unique public engagement strategy for each project that uses the appropriate techniques to maximize public participation. The strategy should include a timeline showing anticipated engagement techniques and other relevant activities, and should outline target audiences and expected outcomes.

To promote the involvement of everyone (in particular traditionally underserved populations such as low income and minority communities and people with disabilities) in the transportation planning process, "technical jargon" should be avoided in presentations and information should be displayed using easily understood visualization techniques and graphics. Staff should be available to answer questions and work to verify that the messages presented are being understood by the audience. Likewise, the staff should actively listen to participants at meetings and make sure that the staff understands the comments made by the public. Figure 9 displays examples of some techniques transportation planners will employ to reach the traditionally underrepresented groups.

## Brochures and Fact Sheets

Brochures and fact sheets include data in a format emphasizing brevity, key points of interest or concern, a fairly minimalist design aesthetic, and a general desire to convey the most relevant information in the least amount of space. Fact sheets condense information into an easy-to-read, straightforward, portable, and modular form of knowledge. They often contain lists, statistics, and answers to common questions. In some cases they may include a summary or abridgement of a longer document. The SJATSO will utilize this tool when disseminating information about major plans and studies.

## Document Availability

When select major SJATSO documents, maps or programs are proposed to be changed, copies of the existing documents and the proposed changes will be made available during the public comment period at the following locations:

- Rolling Hills Public Library, 1904 N Belt Hwy, St Joseph, MO 64506
- St. Joseph Public Library Districts, 927 Felix St, St Joseph, MO 64501
- Doniphan County Library Districts, 207 Locust St, Doniphan, MO 63935
- St. Joseph City Hall, 1100 Fredrick Ave, 2nd Floor, Suite 202, St. Joseph, MO
- Documents are also published online at <http://stjoempo.org/>

## E– Subscription Lists

The SJATSO staff maintains lists of SJATSO committee members including the Coordinating and Technical committees as well as standing committees and temporary SJATSO groups set up for particular projects (e.g. MTP update advisory committee, special studies. etc.).

Anyone interested can subscribe to the meeting agenda announcements and/or updates by contacting the SJATSO at:

- By mail : 1100 Fredrick Ave, St. Joseph, MO 64501 Suite 202
- By phone : 816–236–1489
- By email : [mpo@stjoempo.org](mailto:mpo@stjoempo.org)
- Online : <http://stjoempo.org/>

## Local Newspaper Articles, Advertisements, and Public Notices

Every effort to involve the local media will be used when providing information to the public or encouraging participation. Press releases will be sent out whenever notable transportation planning activities are occurring. SJATSO staff will be available to answer

Figure 9 Specific Techniques

- Conduct interviews orally so that low literacy will not be a barrier,
- Divide larger groups into smaller, more comfortable sizes,
- Utilize local residents to help interview people in their own community,
- Provide a comfortable meeting space,
- Involve local officials and community insiders.
- Hold meetings in "neutral" locations, like schools or community centers that are accessible by transit.
- Work with existing organizations
- Attend scheduled and special events.
- Use interpreters and translated materials where appropriate and feasible.

media questions and for interviews. Other selected SJATSO document updates and amendments may be described in shorter public notices printed in the newspaper.

### Newsletters

Newsletters will be utilized to keep the community informed about transportation planning activities. Newsletters can be targeted and tailored to specific groups, and/or address specific topics, therefore increasing the effectiveness of the outreach efforts. Newsletters are produced quarterly and are uploaded to the MPO website.

<http://stjoempo.org/newsletters/>

### Public Meetings

Public meetings are effective at gathering questions and comments from stakeholders; they are also useful in providing information to all participants. Public meetings can be tailored to specific issues or community groups and they can be formal or informal depending on the situation and what will be most effective if obtaining public feedback.

An open house is an example of an informal “come and go” type of public meeting. Staff is available to answer questions for a set period of time and participants can attend at any time during the time frame. A formal presentation is normally not given at an open house. Instead it features various informational stations where participants can ask questions and provide feedback. This meeting format is often useful when gathering input and feedback on proposed alternatives.

Public meetings, of any type, should be held at a variety of locations at convenient, accessible locations and times, typically after-work hours. At least two weeks in advance of the scheduled meeting notices will be posted on the SJATSO’s web site, all local media including news and newspaper, and through appropriate neighborhood association newsletters if available. Public meetings should occur throughout the planning process.

### Stakeholder Interviews/Direct Agency Consultation

One-on-one stakeholder interviews and direct agency consultation help facilitate dialogue between the SJATSO staff and interested parties, including various resource agencies. This enables SJATSO staff to ensure the correct data is being used, methods of analysis are sound, and that all agencies agree on what the analysis is saying. This strategy is usually utilized in the MTP development process.

### Add Comment

The Add Comment portal is an online tool for community engagement. The tool can be used for multiple purposes included administering surveys and as an alternative to in-person community outreach events. An advantage of the tool is that it is completely transparent. Furthermore, the online tool allows people who cannot attend traditional meetings to receive information and provide feedback at a time that is convenient to them. The portal is located at <http://stjoempo.org/contact-us/>.

## Videos

The SJATSO will utilize videos to explain or educate the public about transportation topics whenever feasible. This might include creating a video presentation to incorporate with the Add Comment or a recording of an open house presentation to be posted to the SJATSO's project page. Videos have been used in the past to explain what the SJATSO is and to train volunteers conducting bicycle/pedestrian counts.

## Visualization

Visualization techniques will be used in all core transportation plans, programs, and projects to the extent they are feasible. Visualization techniques promote improved understanding of existing and proposed transportation activities to those who do not have a background in transportation planning. Effective visualization techniques help build consensus and clarify ideas between the public and decision-makers. Tailoring visualization techniques for a specific document or population will help interested people better understand regional transportation planning goals and activities. These techniques often include the use of colors, diagrams, tables, maps and photos that better illustrate the ideas and concepts represented in transportation plans, projects and programs.

Furthermore, various forms of online mapping, such as google mapping, will be used so participants can provide input and specific concerns in a visual map format either at a community outreach event or online on their own schedule.

## Websites

Online services provide communication 24-hours a day. The SJATSO website provides comprehensive information on transportation planning issues and activities. The website also includes copies of current and past reports, core documents, agendas and meeting minutes for all SJATSO committees and other SJATSO advisory boards. The website is located at <http://stjoempo.org/>.

## Workshops

A workshop is a collaborative public meeting which often includes a brief presentation to provide the participants with background information and to establish the workshop agenda. Participants are often split into smaller group discussions to discuss alternatives or specific topics. After a set time, the groups will reconvene where the outcomes are shared with the entire group and decision makers. This type of meeting is often effective during the scenario and alternative development portion of the planning process.

## Social Media

SJATSO maintains Facebook and Twitter regularly to reach a variety of people throughout the metro area. The Facebook page is [https://www.facebook.com/StJosephMPO/?ref=aymt\\_homepage\\_panel](https://www.facebook.com/StJosephMPO/?ref=aymt_homepage_panel) and @SJATSO1 is the Twitter handle.

## Communication Objectives

The communication objective of each project determines which strategies and techniques will be utilized. Table 1 displays the SJATSO's three communication objectives – Inform, Consult, and Collaborate. The second and third column displays the strategies and techniques that should accompany the objective and additional actions that can be taken if desired.

Table 1 Communication Objective Expectation Summary

Communication Objective	Expectation	Additional
<b>INFORM</b>		
<ul style="list-style-type: none"> <li>• One way communication – outreach to citizens</li> <li>• Provide public with balanced and objective project/issue information to increase awareness and/or understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Legal ad in newspaper (if legally required)</li> <li>• Website posting</li> <li>• Applicable advisory bodies</li> <li>• Key contacts, liaisons</li> </ul>	<ul style="list-style-type: none"> <li>• Social media (if applicable)</li> <li>• Fact sheets/Flyer (example, The Flame)</li> <li>• Online city calendar</li> <li>• SJATSO website posting</li> <li>• Press Release/Media notification</li> <li>• Newsletters</li> </ul>
<b>CONSULT</b>		
<ul style="list-style-type: none"> <li>• Listen and acknowledge concerns and provide feedback on how public input influenced the decision</li> <li>• To obtain public feedback on analysis, alternatives and/or decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• All of the “Inform” expectations listed above</li> <li>• Hearing (if legally required)</li> <li>• Social media (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Information tables/SJATSO staff at local events</li> <li>• Open House/Public meetings</li> <li>• Voting activities</li> <li>• Document available for public review</li> <li>• Public comment periods</li> <li>• Focus group</li> </ul>
<b>COLLABORATE</b>		
<ul style="list-style-type: none"> <li>• Interactive process that incorporates recommendations as much as possible</li> <li>• Partner with the public in each aspect of decision making including the development of alternatives and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• All of the “Inform” and “Consult” expectations listed above</li> <li>• Community Outreach Event (workshop, open house, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Focus group</li> <li>• Information tables/SJATSO staff at local events</li> <li>• Voting activities</li> <li>• Document available for public review</li> <li>• Public comment periods</li> <li>• Committee formation</li> </ul>

## SJATSO Core Documents

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The SJATSO's core documents are the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Each document is described in the following pages. All core documents are available on the SJATSO web page (<http://stjoempo.org/>) and available in print at the St. Joseph City Hall, 1100 Fredrick Ave., Suite 202, St. Joseph, MO 64501.

### Metropolitan Transportation Plan (MTP)

<http://stjoempo.org/metropolitan-transportation-plan-mtp/>

The MTP represents the best attempts by citizens, governing bodies, planners and transportation experts to develop a vision for a healthy, safe, and efficient multimodal transportation system which will adequately serve the Greater St. Joseph Metro Area for the next 20 years and beyond. This plan identifies future transportation needs, investments, and recommendations for all modes of surface transportation (automobile, truck, public transit, bicycle, and pedestrian). As required by Federal law, the MTP is updated every five years. All MTP full updates will be out for public comment a total 45 days.

### MTP Amendment

An amendment may be necessary when there are new federal requirements that need to be addressed and cannot be addressed as part of the regularly scheduled five-year MTP update. An amendment might also be used to correct an error in the MTP, or to address a significant change (i.e., new development, etc.) not anticipated or accounted for in the current MTP. Amendments to the MTP will be available for public comment a total of 30 days.

### Transportation Improvement Program (TIP)

<http://stjoempo.org/transportation-improvement-plan-tip/>

The TIP is a fiscally constrained short range multi-year listing of projects or improvements to the region's multimodal transportation system that are anticipated to receive federal funds, as well as all other regionally significant transportation projects, whether or not those projects receive federal funding. The TIP is developed in cooperation with the FHWA, FTA, MoDOT, KDOT, the area's public transit operators, the area's local governments and other agencies that have TIP projects. The TIP also serves as the Program-of-Projects (POP) for the St. Joseph Transit System ("The Ride") and the TIP approval process is used to satisfy the FTA's public hearing requirements for federal transit funds.

Projects included in the TIP are typically drawn from local city and/or county Capital Improvement Programs (CIP), from MoDOT and KDOT funding programs, and from projects listed as recommended system improvements in the MTP. The local CIP processes have their own public involvement procedures involving publication of public notices initiating the process, public hearings by the Planning Commission, City Council, and/or County Commission, as appropriate. The detailed definitions of TIP updates,



amendments, and administrative revisions are found in the latest TIP document approved by the SJATSO.

The TIP is required to be updated every four years; however, the SJATSO typically reviews it every year. The SJATSO–approved TIP is sent to MoDOT, KDOT, FHWA and FTA for further approval and inclusion in the STIP.

Information during the TIP development process will be posted on the SJATSO website and will be shared with stakeholders through email.

### Formal TIP Amendments

TIP amendments are necessary when:

- The project budget change exceeds 20% of the amount programmed.
- Staff will publish a public notice allowing a 14–day comment period on the proposed amendment
- The project requires a change in year, in turn affecting fiscal constraint.
- A material change to the project is required, affecting overall project scope or budget.
- The Coordinating Committee and the Technical Committee will have special meetings called with a seven–day notice to approve any emergency–related TIP revisions.

### TIP Administrative Adjustments

TIP administrative adjustments can be used to correct errors, projects changes, or omissions in the approved TIP if they do not exceed the provisions listed for a formal TIP amendment. This includes the splitting or combining of two or more projects as long as the project does not trigger a major change. These modifications shall be presented to the Technical Committee for an opportunity for comments/questions, but do not need to be addressed to the Coordinating Committee. Additionally, administrative adjustments are not required to follow the same public participation requirements as a general TIP update or amendment.

Errors made in the ministerial functions of creating and maintaining the TIP, such as cartography, typographical, spelling, minor word omissions, mathematical, and other errors which do not alter the intent of the TIP and have little or no impact can be addressed by staff and shall not be considered a revision to the TIP.

### Unified Planning Work Program (UPWP)

<http://stjoempo.org/unified-planning-work-program/>

The UPWP outlines the status of SJATSO planning activities, gives details about work conducted in the previous year, and describes work that is scheduled or anticipated for the upcoming year. This annual work program document is drafted by the SJATSO staff in consultation with MoDOT and KDOT and area transit provider staffs. Technical and Coordinating members also help draft the UPWP.

The SJATSO staff in consultation with MoDOT, KDOT and local transit staffs draft a new

UPWP for the coming year and have it ready for initial Technical review in September, if not sooner. Typically, the UPWP is approved at the November SJATSO meeting before being submitted for MoDOT, KDOT and FHWA/FTA approval.

### Formal UPWP Amendments

Major changes to the UPWP are made through formal amendments. Amendments are used when projects/work tasks are either added or deleted, or when significant changes are made to the UPWP text and/or budget. UPWP amendments also require MoDOT, KDOT and FHWA/FTA approval.

- Amendments to the UPWP (those that involve adding or deleting funds more than 20%, change in the scope of the work tasks or to add or delete a work task) will follow the 7-day public review period.
- The UPWP and any subsequent amendments are subject to review and approval by the SJATSO's state and federal partners: MoDOT, KDOT, FHWA and FTA. Adjustments are subject to review and approval by MDOT and KDOT

Both adjustments and amendments must be voted on by the SJATSO's committees and amendments must be available for a 7-day public comment period prior to approval. Members of the public may attend and present comments at the SJATSO's meetings, at which amendments and administrative modifications are discussed.

### UPWP Administrative Adjustment

If necessary, amendments and administrative modifications may be made to the UPWP throughout the year. The SJATSO follows the procedures outlined below.

- Adjustments, changes that do not involve a change the scope of the funded work tasks and/or adjustment funding amounts by no more than 20% of funds allocated in a work task , or minor text adjustments (e.g. grammatical error or spelling mistakes), do not require a public input process.

Administrative modifications may be made by SJATSO staff without legal notice or a public review period, although these can be provided at SJATSO's discretion.

### Public Participation Plan (PPP)

<http://stjoempo.org/public-participation-plan-ppp/>

The PPP outlines how SJATSO works to achieve essential public participation in all planning activities. It also recommends methods to engage the public during the regional transportation planning decision making process. Furthermore, it states how members of the public can be involved in the transportation planning process. The PPP must be released for public comment for 45 days according to CFR. 450.318.

### PPP Administrative Adjustment

Administrative Adjustments can be made to the PPP if there are minor changes. Changes can include spelling errors, name changes of public outreach or other minor changes that does not change the overall process of the PPP.

## Development and Approval Process

The core SJATSO documents are developed in a standardized process to enable consistency to encourage resident participation. Table \_\_\_\_ summarizes the document development process.

Table 2 Core SJATSO Document Development Summary

	MTP		TIP		UPWP		PPP	
	Full Update	Amendment	Full Update	Amendment	Full Update	* Amendment	Full Update	Amendment
How Often	5 yrs	As needed	2 yrs	Quarterly	Annually	As needed	5 yrs	As needed
Development Process								
Discuss the plan with the SJATSO Technical Committee and Coordinating Committee								
KDOT/MODOT, FHWA, and FTA reviews the draft								
Committee Board approval to release for public comment								
Paid newspaper notice announcing public comment period								
Information distributes to local libraries and transit agency								
Place draft for review on SJATSO website								
Public comment period (in days)	45	30	14	7	14	7	45	7
Press Release to media/website/social media								
Hold open house or public meeting								
Compile all public comments received								
Provide a summary of how comments were considered and/or addressed to the committees								
Technical Committee reviews draft making a recommendation								
Coordinating Committee considers the final draft for approval								
The approved document is sent to MODOT/KDOT, FHWA, and FTA								
Final approved document posted online								

## Evaluation of the Public Participation Strategies

The SJATSO will track and evaluate the effectiveness of its public participation activities. By evaluating the tools and techniques presented in this plan, the SJATSO will ensure that only the most effective strategies are continued and improved upon, while ineffective strategies are discontinued or replaced.

An effective evaluation component will outline the steps to be taken to evaluate those tools and techniques, and identify measures to quantify success rates and outline strategies to improve the SJATSO's public participation process. It is recommended that the tools and techniques be tracked annually while the entire PPP be reviewed and updated at least once every five years (prior to the start of public participation activities for the MTP update) to ensure that appropriate changes are being implemented by the SJATSO. Table 3 outlines the performance measures that will be used to track public participation tools and techniques.

### Performance Measures

Table 3 Public Participation Plan Evaluation Methods

Tool	Performance Measure
Information Table and SJATSO Staff at Local Events	Number of persons that SJATSO staff talked to at each event/ Number of printed items distributed at each event when needed
Public Meetings	Number of participants / Attendance total for each meeting
Local Newspaper Advertisements	Number of people commenting on SJATSO projects and/or attending meetings that told SJATSO staff that they participated after seeing an announcement in the newspaper, also documenting all newspaper articles.
Mailings	Number of letters sent / Number of persons sending a response back to SJATSO staff
Web Sites	Number of hits / Viewers/ Comments/ Emails
Contact Us	Number of persons signing up to participate and the number of comments received
Social Media	Number of Facebook likes and shares, number of Twitter retweets

## Appendix A: PPP Development Efforts

This 2017 PPP was updated to reflect the best practice transportation planning standards. Table 4 displays the Plan update timeline.

Table 4 2017 Public Participation Plan Update Timeline







Plan Implementation	February	March	April	May
Send draft to MoDOT, KDOT, FHWA and FTA to review				
Implement changes from ONEDOT				
Send out draft for 45 days				
Present plan to Technical and Coordinating Committees				
Send revised draft to ONEDOT				
Post online				

Figure 10 Public Participation Plan Public Comment Period Promotion

(Published in the Saturday & Sunday, 21 & 22 January, 2017  
St. Joseph News-Press)

### NOTICE OF PUBLIC HEARING

The City of St. Joseph will be accepting public comment on its application to the Federal Transit Administration (FTA) for municipal transit system capital and operating assistance under the Section 5307 Program.

Application will be made to the FTA pending results of the public hearing, which will be held Thursday February 23, at 2:30 P.M in the Council Chambers, 3rd Floor, City Hall, 1100 Frederick Avenue, St. Joseph, MO 64501. Any person requesting information or requiring special accommodations, or requiring materials in alternative formats and other languages, to attend the hearing may request the same of the contact person listed herein.

The Section 5307 Applications for Operating Assistance is as follows:

The Section 5307 Application for Fiscal Year 2018 Operating Assistance apportionment for the St. Joseph urbanized area is: \$1,513,462.

Operating Deficit (Est.)* 1/20/2017 to 1/30/2018	Total Amount \$5,979,135.00(Est.)*	Federal Share \$1,513,462
Fiscal Year 2018 Budget: Transit Operations Total	\$5,979,135.00 \$5,979,135.00	

A copy of the proposed grant application will be on file thirty days prior to the hearing date for public viewing during normal business hours of the Department of Public Works & Transportation office in City Hall, Room 202. If no person(s) requests to appear before or submit written testimony at public hearing, concerning this grant application, five (5) days before the posted date of the public hearing, the hearing will not be held and this will be considered the final Program of Projects (POP). Contact person: Chance Long, 816-236-1489; clong@stjoemo.org

(Published in the St. Joseph News-Press Sat., 1/21/17 & Sun. 1/22/17)

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Figure 11 Social Media Public Comment Period Promotion

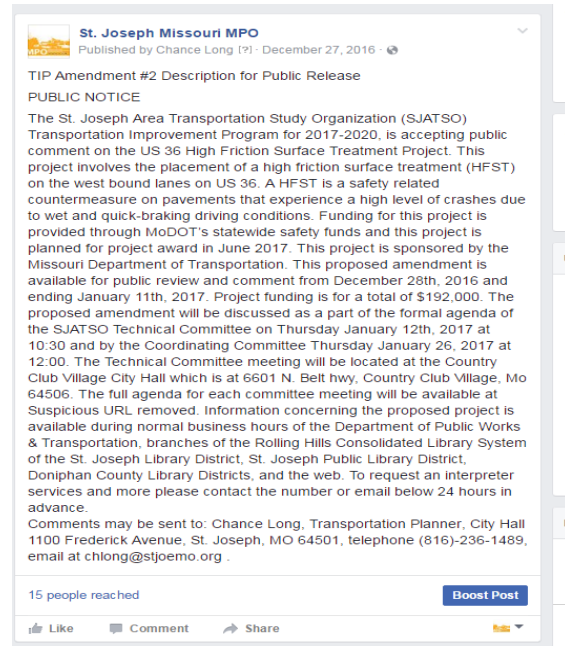


Figure 12 Add Comment Public Participation Plan Feedback Portal

## ADD COMMENT

Message

Name \*

Email \*

ADD COMMENT

